

OCONEE COUNTY, SOUTH CAROLINA

OFFICE OF ANN H. HUGHES SUPERVISOR-CHAIR

TO: Steven R. Minch, District I
Kenneth E. Johns, Jr., District II
Harry R. Hamilton, District III
Manson E. Lyles, District IV
H. Frank Ables, Jr., District V

FROM: Ann H. Hughes, Supervisor-Chair

DATE: June 13, 2002

RE: Return of \$350,000 to General Operating Fund

At the Budget & Finance Committee Meeting on 06/10/02, it was the Committee's decision to place \$350,000 into the General Fund rather than allowing it to remain designated for "Miscellaneous Capital Improvements". This issue raises several concerns and I respectfully request that the Committee reconsider their decision.

As you consider this request, please keep in mind that we are expecting a reduction of vehicle taxes next year. This could greatly impact our operating funds. I feel that it would be prudent to delay a decrease in the millage for general operating expenses until we are able to view the impact that the vehicle tax reduction has on Oconee County.

In addition, we have several pressing issues for which funding will be necessary. First of all, we anticipate the completion of the new Oconee County Courthouse in the first quarter of 2003. As we vacate the current courthouse, there will be a need to allocate dollars for renovation purposes. While Council has not yet provided input regarding usage of this building, it is certain that, regardless of the decision, dollars will be needed to prepare the space for new occupants.

Secondly, as you are aware, during Fiscal Year 2001-2002, Council allocated \$200,000 for the initial start-up of Fall Creek Park. These dollars were not expended during this year but approval has been given to utilize them in Fiscal Year 2002-2003 as we strive to open this park for the citizens' enjoyment. As the plan for this new park is implemented, there will undoubtedly be unanticipated costs extending beyond the designated amount. If we have dollars available, we would not have to deplete our Contingency Fund when these needs arise.

Finally, please bear in mind that any dollars remaining in the Capital Improvement Department at the end of the fiscal year will remain designated for capital improvements in the upcoming fiscal year. Having these funds designated for this purpose will assist Council in more efficiently funding the needs that will be addressed in the Capital Improvement Plan anticipated during Fiscal Year 2002-2003. As we continue in our efforts to expand and improve the many services provided to Oconee County citizens, other unanticipated needs may well arise. In my opinion, it would be prudent to anticipate these needs and to have the \$350,000 available in "Miscellaneous Capital Improvements" to facilitate the ease with which they may be addressed.

While I support your effort to decrease the citizens' tax burden, I do not feel that it would be in Oconee County's best interest to sacrifice services in order to provide this decrease. It is my understanding that the actual decrease realized by the homeowner of a \$100,000 home would be only \$4. I do not feel that this small decrease provides justification for the risk of being unprepared should unanticipated capital needs arise.

Memo

To: Steven Moore, County Council Finance Committee Chairman
From: Melissa Grant, Solid Waste Director
CC: Phyllis Lombard, Finance Director
Date: June 21, 2002
Re: Solid Waste Budget (FY02 & FY03)

Thank you for considering several issues which are pressing at this time, with regard to the Solid Waste Budget. In order to ensure that you are aware of the full picture, I am including a status report on our accounts at the end of the year. Hopefully this will show you that budgeting was not poor, requests are met and expenses were not excessive.

Background Status Report (doesn't require Council action):

- ✗ The FY02 Maintenance on Equipment account will be -\$1,750 after we order the baler wire that is required for hauling recyclables in the current year. This account was out by \$13,500. During Supplemental Budget I requested funds to augment this account, and only a portion was granted. We will be able to offset this deficit with funds left in other Solid Waste accounts. Combining the balances from ALL accounts which we are not requesting be rolled over, we will only have approximately \$5,500 remaining in the Solid Waste Budget at the end of the year.
- ✓ At the end of this year, \$330,000 will be returned to the General Fund from our Depreciation account. While the amount budgeted next year will be utilized for the Equipment Replacement Plan, this year we will be returning over \$300,000 to the General Fund.
- ✓ After bidding groundwater monitoring, we were able to save \$6,000 for next year's contract. We also requested quotes for methane monitoring, and were able to determine that our current methane contractor is the most cost effective.
- ✗ To ensure that contractors are not avoiding paying for waste disposal, I held a meeting with all Solid Waste employees directing them to limit large waste generators at convenience centers. We are glad to accommodate them, but they must come to the landfill. Also, we are accounting for all charges incurred by Solid Waste when we accept County waste generated from construction projects in other departments and when we collect evictions and such.

FY02 Requests for Council consideration:

- ✗ Funds for Convenience Center #10 (Fletcher) were not rolled forward. The survey will not be complete until the first of July. The total roll-over would be \$42,000 (\$10,000 from Insurance).

and the remainder already designated for #10 from Capital Expenditures Equipment and Capital Expenditures Buildings)

- The sediment pond at the landfill must be cleaned out according to regulations. The Road Department doesn't have the proper equipment to access the pond as required. Quotes indicate that the cost will be \$8,000 - \$16,500. The higher cost would be incurred if we utilized the heavier off road trucks that the contractor can provide. If you are not going to roll forward the funds for the transfer station awning, I would request that we utilize that \$10,500 for this project this year. Otherwise, we will need funding to be added for next year. This cannot wait until Supplemental Budget.
- In order to prevent exceeding our Tipping Fees budget for next year, we will need to roll forward the remainder in that account (\$52,290). As I had mentioned previously, our transfer station volumes have increased. I did budget \$100,000 more next year to accommodate these increases. We are also looking at revenue sources in order to ensure expenditures are offset as much as possible. If these funds are not rolled forward, our June bill (billed in July) will be taken entirely out of the FY03 budget. We are going to have to offset our deficit by utilizing approximately \$50,000 from the FY03 budget anyway.
- *We will have enough funds in our Testing Wells account to cover the cost of designing the methane trench at the Five Forks Landfill (required by DHEC). We will cut an emergency purchase order for \$14,500 to Goldie, since Council has already approved the work. We were waiting on legal to reach an agreement with property owners, and condemnation proceedings were just started. (No Council action required.)*

FY03 Requests (for Council consideration)

- The Sewer Commission must periodically test the effluent at our Transfer Station, as they do any industrial facility. They did this for the first time last year, and it was not budgeted. In order to set up a reliable schedule, I met with Bob Winchester. We need to add \$1,200 to Operational account to cover the cost. (See his letter that follows.)
- When the budget was submitted, I was not aware that the Schools / Meetings account had to indicate that a portion of the funds were for meals and food at meetings. That account was cut in half during the budget process, so I am requesting that \$750 be added to the account and the budget description be changed to indicate we will utilize funds to pay for meals at Commission Meetings, and as necessary during professional meetings.

Thank you again for your time and consideration. As always, we in Solid Waste are here to implement the programs that County Council deems appropriate and necessary. I respectfully request that the Council realize the constraints that were placed upon the Solid Waste Department that have made it necessary to bring these issues forward at the end of the year.

City of Westminster

P.O. Box 399, 100 Windsor Street
WESTMINSTER, SOUTH CAROLINA 29693
(864) 647-3200 * Fax (864) 647-3204

FAXID
6-29-02

June 24, 2002

To: Councilman Steve Moore
Oconee County Finance Committee
Walhalla, SC 29691

From: Mayor Vera Duke
City of Westminster
Westminster, SC 29693

Re: Reconsideration for increased funding for additional police and fire protection

Dear Councilman Moore,

Please accept this letter, asking that your Committee reconsider our city's request that the Oconee County Council provide the City of Westminster with a total of \$154,890,000, in County Revenue Sharing funds, for additional police and fire protection. This amount would allow us to provide for essential police and fire protection for Oconee County residents.

County citizens and the Oconee County government will directly benefit from a large portion of these revenue sharing funds. In just this past year, our fire emergency runs into rural areas, have increased by almost 50%. In 2002, the Westminster Fire Department learned that they will have the jurisdiction over and responsibility to provide emergency services to the newly developed Oconee County Industrial Complex. These additional responsibilities and costs should logically be funded by those who will most benefit from this protection. Therefore, we ask our county government to provide us with an increase in our regular, revenue sharing funds.

Current income, for the City of Westminster, has greatly diminished. The Beacon Manufacturing facility and the loss of revenues from our utility suppliers, have caused us to suffer a sudden and unexpected drop in capital income. Likewise, the expense to provide an increasing, adequate and responsible police and fire protection has escalated over the years. Our city's ability to underwrite these expanded responsibilities has been greatly compromised. Therefore, we ask that your committee reconsider our request to increase the amount of County Revenue Sharing funds.

Thank you and your committee members for considering our application. My hope is that we can continue to work together to provide our citizens and business owners the protection they deserve.

Respectfully submitted,



Mayor Vera M. Duke
cc: file

City of Walhalla

206 North Church Street
Post Office Box 1009
Walhalla, South Carolina 29891

(864) 638-4345

Fax: (864) 638-4357

June 24, 2002

Oconee County Finance Committee
Chairman Steve Moore
415 South Pine Street
Walhalla, South Carolina 29891

Dear Chairman:

On behalf of the Walhalla City Council, we respectfully request consideration for an additional \$75,000 in County Revenue Sharing for a total of \$149,190 for the 2002-2003 fiscal year. The Oconee County Revenue Sharing has not increased in twenty-five (25) years, but the financial burden of Walhalla being the County seat has increased in regards to police and fire protection. Therefore, because of unforeseen budget short-falls in recent years, this additional money will help keep police and fire protection in Walhalla and the surrounding areas at the level of performance needed for the present and the future.

The City of Walhalla would like to thank you and the Council for your continued support and generosity in providing the extra money needed for our police and fire protection. We look forward to continuing to work with you.

Sincerely,



William R. Whitmire, Jr.

William R. Whitmire, Jr.
Mayor of Walhalla

CIRCUIT COURT
(864) 638-4280

SALLIE C. SMITH
CLERK OF COURT
P.O. BOX 578
WALHALLA, S. C. 29691
FAX (864) 638-4282

FAMILY COURT
(864) 638-4280

June 18, 2002

TO: MRS. PHYLLIS LOMBARD
FINANCE DIRECTOR

FROM: SALLIE

Attached is a copy of recent info I received with regard to the items
to be acknowledged that can be purchased from the new courthouse furnishings
budget. My question to you is: for the remaining items that I feel will
be needed would it be possible for you to carry-over enough funds from
my 01/02 budget to cover the purchase these items?

If we need to go over this in person, please call me and I will come to
your office.

BREAK DOWN:

- 40081 office equipment:
1. fax machine for 4th floor \$150.00
 2. 1 refrigerator for 4th floor \$550.00
- 50840 capital:
1. Ice Machine to be used by all courts \$1800.00
 2. 1 computer for drive-in window \$200.00
 3. 3 printers (drive-in window & teller stations)
\$1200.00
 4. 2 time clocks \$1300.00

PLUS: \$500-600 for tax and any freight charges incurred

GRAND TOTAL APPROXIMATELY NEEDED TO CARRY OVER: \$7,000.00

Sallie

↓
Note: If I could just carry-over
what's left in Court Expense we
should be O.K. Acct # 010-501-30026

CIRCUIT COURT
(864)638-4280

SALLIE C. SMITH
CLERK OF COURT
P.O. BOX 678
WALHALLA, S. C. 29691
FAX (864)638-4281

FAMILY COURT
(864) 638-4280

2002-2003 BUDGET
JUSTIFICATIONS
PAGE #2

To: Robert Darr

COPY

| | | |
|-------|--|----------------------|
| 30986 | INSURANCE/Errors & Omissions..... | \$ 2544.00 |
| | Errors and Omissions policy that this office has had since 1987. Premium for 2001-02 was \$2120.00. This is thru "Lloyd's of London" and my agent, Traapp Agency in Columbia advises a 20% increase due to the Sept. 11 tragedy. | |
| 40031 | OFFICE EQUIPMENT..... | \$ 2,660.00 |
| | 4 calculators @ about \$65 each for teller windows | |
| | Fax (plain paper) about \$150.00 for 4th floor | Cur to \$0(s) |
| | ✓ 1 OneShelf garment rack about \$250.00 | |
| | ✓ 1 Fax stand about \$250.00 | |
| | 1 Refrigerator with ice-maker for 4th floor about \$350.00 | |
| | 1 Ice-Machine-for-3rd-floor-(Family-Court)-about \$ n/a | |
| | ✓ 2 Stools for teller windows (Clerk's Office) @ \$170 each | |
| | tax and freight applicable to all above | |
| 40032 | OPERATIONAL..... | \$ 5,800.00 |
| | DESK/OFFICE SUPPLIES: pens, pencils, tape, books, tapes, freight, discs, legal pads, ribbons(all types), markers, diskettes, all type envelopes, UPS/FEDEX/seals, staplers, rubberbands, calendars, checks, computer paper, copier paper, receipts, journals, journal sheets, file folders, books, binders, indexes, printing and for any other type of office supplies needed that may arise for the operation of Clerk of Court Office | |
| 50840 | CAPITAL EXPENDITURES EQUIPMENT..... | \$ 20,936.00 |
| | Ice Machine for new Courthouse/Family Court floor (to be also used for other courts) about \$1500.00-\$1800.00 | Cur to \$0(s) |
| | Fee for moving filing system which includes tracks & mobile filing cabinets affixed to tracks and to be moved by Tab Products/Greenville \$ 12,308.00 | |
| | Additional Tracks and Double-sided cabinets \$3128 **CARRIED FROM 01/02 (for new Courthouse) | see letter attached. |
| | One (1) computer for Drive-in Window area..... | \$ 1,200.00 |
| | Three Printers (3) for Drive-in Window & 2 Tellers | \$ 1200.00 |
| | Two (2) time clocks @about \$650 each..... | \$ 1,300.00 |

* ITEMS UNDERLINED WILL BE INCLUDED IN COURTHOUSE FURNISHINGS.

101-501-60901-00155 FEDERAL FUNDING EXCLUSIVE FOR FAMILY COURT..\$14,414
As per code sec. 20-7-1315 must be exclusively budgeted for Family Court. Spending justification not required.

INTEROFFICE MEMORANDUM

TO: SALLIE SMITH, CLERK OF COURT
FROM: ROBERT SANKS *RS*
SUBJECT: COURTHOUSE FURNISHINGS
DATE: 3/6/01
CC:

I have attached your budget requests showing which items would likely be funded from the Capital Expenditures account for the courthouse construction. The items identified are what would be typically considered "furnishings", not equipment.

Council could consider funding these other items out of the courthouse furnishings account, but you will need to verify this with Mrs. Hughes.

Let me know if you need any additional info.

COPY

CIRCUIT COURT
(864)638-4280

SALLIE C. SMITH
CLERK OF COURT
P.O. BOX 678
WALHALLA, S. C. 29691
FAX (864)638-4282

FAMILY COURT
(864) 638-4280

May 13, 2002

COPY

TO: Mrs. Phyllis Lombard, Vice-Chief Director

FROM: Sallie

Sallie

Request is hereby made to "carry-over" any funds remaining in my 01/02 budget for the purpose of purchasing furnishings for this office in the new building. Specifically, a mobile filing system to house files along with computer equipment for the drive-in window.

I had originally put these items in the Non-Capital and Capital Account for Budget 02/03 and as of this date these accounts funding was not approved.

I have specifics on items and amounts attached.

s/

COPY

Note
Mobile Filing System
is taken care of. -

sally smith

From: Robert Banks
Sent: Wednesday, May 28, 2002 11:58 AM
To: sally smith
Cc: Phyllis E. Lombard
Subject: RE

COPY

I am still looking at it, I am sure that some of the things you have asked for can be funded with Courthouse money. As far as new computers go, however, I would think that would come from your department budget.

— Original Message —

From: sally smith
Sent: Tuesday, May 28, 2002 4:47 PM
To: Robert Banks
Subject:

Robert, any info on the courthouse furnishings fund with regard to the capital expenditures I asked for in budget. I sent a letter to Phyllis on May 13 asking that I be allowed to carry-over any funds remaining in any of my budget accounts to purchase furnishings for my office in the new building. Sallie, Clerk court

Oconee County Council

315 South Pine Street
Walhalla, SC 29691
Phone: 864 718 1023
Facsimile: 864 718 1024

Ann H. Hughes, Supervisor-Chair
Phone: 864 658 4244

MEMORANDUM

TO: MRS. SALLIE SMITH, CLERK OF COURT
FROM: OPAL
SUBJECT: ROLL OVER REQUEST
DATE: 5/23/02

COPY

Mrs. Smith, the purpose of this correspondence is to inform you that after careful consideration of your request to roll funds forward into the 2002-03 budget, the Oconee County Budget & Finance Committee recommends the following:

The \$3,128.00 in use item 010-501-50840, Equipment, Capital will be rolled forward.

Mr. Steven R. Moore
District I
647 Academy Road
Lucy Creek, SC 29652

Kenneth E. Johns, Jr.
District II
125 White Oak Street
Walhalla, SC 29691

Harry R. Houdtson
District III
792 Gum Road
Seneca, SC 29678

Marion E. Liles
District IV
270 Liles Farm Lane
Westminster, SC 29691

G. Frank Ables, Jr.
District V
168 South Dairy Road
Westminster, SC 29691

Wendell J. Brown
District VI
1725 Oak Drive
Walhalla, SC 29691

Opal
This is O.K. of Robert has addressed this in what he under-lined so I have this amt towards the 12,308.00 capital